

TRUANCY
ABATEMENT AND
BURGLARY
SUPPRESSION
PROGRAM

WE'RE KEEPING



ON TRUANTS

TRUANCY ABATEMENT AND BURGLARY SUPPRESSION PROGRAM

2017-2018

OPERATIONS MANUAL

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TRUANCY ABATEMENT AND BURGLARY SUPPRESSION PROGRAM

Program Overview

The Milwaukee Truancy Abatement & Burglary Suppression Program (TABS), established in November 1993, was designed to confront the issue of truancy and juvenile crime in our community. This program offers youth an opportunity to momentarily evaluate their reasons for truancy and related behaviors. Using a comprehensive processing approach, TABS involves the student, their guardians, the assigned school, law enforcement personnel as well as community support services to provide the child with a complete support and intervention team.

TABS was originally developed in 1981 by the San Jose Police Department, in response to a high number of daytime residential burglaries in their community. Two years after implementing TABS, daytime burglaries dropped 35%. After eleven years, daytime burglaries dropped 50%. In 1995 San Jose decided to discontinue TABS and implemented a curfew abatement program instead. Daytime crime immediately shot up 12%. In 1989 the Oklahoma City District Attorney spearheaded a similar program called THRIVE (Truancy Habits Reduced Increasing Valuable Education.) The THRIVE program added a counseling component which provided crisis intervention care.

In Milwaukee, the Sheriff's Department took the lead role. Sheriff Artison gathered research that demonstrated a correlation between poor attendance in school, resulting in dropping out and later incarceration. At that time, the Milwaukee Public Schools had a student body of approximately 100,000. It was estimated that on any given day, 10,000 students were absent. Of the 10,000 absent, an estimated 1,000-2,000 were truant. Through the leadership of the Sheriff's Department, a community wide dialogue ensued, over a two-year period of time. Support from community leaders and local politicians were secured, followed by the support from the Milwaukee Public Schools and the Milwaukee Police Department. Sheriff Artison was on the Boys & Girls Club Board of Directors and solicited their commitment to implement and house the program. With the assistance of State Representative G. Spencer Coggs, legislation was passed which allowed police officers to pick up and temporarily detain youth who were truant.

Governor Thompson supported the program as a pilot, for three years. It was so well received in the community that the State mandated the Milwaukee Public Schools to provide for the continuance of the truancy initiative. The TABS budget was \$870,000 this past year. The Boys & Girls Clubs used 30% of these funds to provide a program director and two program coordinators as well as to cover all costs associated with center operations. Forty-four percent

was utilized by the Milwaukee Police Department to provide four field officers and two on-site police officers. The remaining 26% was utilized by the Milwaukee Public Schools. Additional funding, through external grants are sought by the Boys & Girls Clubs to expand the case management portion of the program.

The current Milwaukee TABS Program is a collaborative effort among the Milwaukee Police Department, the Boys & Girls Clubs of Greater Milwaukee, and the Milwaukee Public Schools. Each department shares equal responsibility for maintaining the program as well as providing staff for the center. The program is managed by a Steering Committee made up of people who represent the interest of each department. The group meets every other month, to oversee operations. The TABS Program is dependent upon the cooperation of each department, in and out of the centers. It is through mutual commitments and sharing of resources that we have built the finest TABS Program in the country.

There are a total of two centers that are located on the North and South side of Milwaukee serving the entire city. An enthusiastic staff carries out the mission of the program. The Milwaukee Police Department provides officers. They patrol the streets during the day, identifying truants.

Three full time equivalent MPS school social workers are assigned to the TABS program. The MPS social workers assist students who have no school assignment, work with students who have special needs and handle all school social work referrals.

The Boys & Girls Clubs provide two Program Coordinators and one Program Manager. The Program Coordinators complete the intake and assessment, process Non-MPS referrals, maintain a caseload of youth who they provide additional case management support to (school visits, referral services, etc.). The two Boys & Girls Clubs Program Coordinators also provide on-site supervision and oversight of the day-to-day operations of the program.

An employee of The Boys and Girls Club of Greater Milwaukee, is responsible for program implementation, policy and procedures, budgeting, grant writing, staff supervision and development, program statistics, reports, and the annual evaluation. They will also handles all public relations issues, while pulling together the collaborative network.

TABS Mission Statement

The mission of the Truancy Abatement & Burglary Suppression Program (TABS) is to intervene with youth who are truant, deterring them from involvement in the criminal justice system. This is accomplished by promoting school attendance through a collaborative team approach involving students, parents, schools, law enforcement and the Boys & Girls Clubs of Greater Milwaukee.

2017-2018 Program Goals, Activities, and Indicators of Success

Goal One: To enforce the compulsory school attendance laws by intervening with youth who are truant

Activities:

- Patrol the streets to identify truant students.
- Accept reports of individual truants from guardians, relatives and community residents & business partners.
- Accept contributing to truancy referrals, truancy referrals, and warning letters from MPS school social workers and Non-MPS Schools.
- Receive truant students at the TABS Centers who are walked in by parent/guardians.
- Monitor the use of referrals from schools.

Goal Two: Suppress daytime crime committed by out of school youth

Activities:

- Convey truant students to the TABS Centers.
- Deter youth from choosing to be truant from school and staying off of the streets.
- Conduct truancy patrols in areas identified as problems in neighborhoods.

Goal Three: Increase the attendance rates of habitually truant youth picked up through the TABS program

Activities:

- Hold parents/guardians accountable for their child's attendance rate.
- Case manage 25-30 habitually truant youth at all times through the Pilot Initiative.

- Provide court support for youth that improve their attendance.

Goal Four: Re-engage Non-registered youth into the educational mainstream

Activities:

- Assess out of school youth for factors that contribute to non-attendance.
- Assist parent and youth in securing an appropriate school assignment.
- Families will work with a MPS Social Worker to navigate successful school re-entry.
- Make referrals to community resources to address underlying barriers to success.

Indicators of Success:

- Reduce the recidivism rate
- Reduce the number of reported burglaries committed during school hours
- Increase the attendance rates of case managed youth
- Reduce the number of unexcused absences among case managed youth
- Close the attendance gap between TABS youth and over all MPS youth
- Reduce the habitual truancy rate among MPS high school students
- Increase the percent of youth that reengage in an educational program

Roles of Collaboration

The responsibilities of the three agencies that make up the TABS coalition are as follows:

Boys & Girls Clubs of Greater Milwaukee

- Responsible for total coordination of TABS centers including staff oversight and ensuring that policies and procedures are followed.
- Public Relations/Marketing in relation to Service Centers.
- Provide the counseling component of the process including assessment, referral and follow up.
- Care for facility operation and maintenance.
- Coordinate year-end program evaluation.
- Coordinate the Steering Committee as well as assign an administrative representative to serve on the committee.

Milwaukee Public Schools

- Inform parents, students and the community of the TABS program and procedures.
- Provide the necessary statistics for year-end program evaluation.
- Provide monthly data reports on all referrals processed.
- Assign a representative to serve on Steering Committee.

Milwaukee Police Department

- Provide four full-time police officers who work in the field patrolling the streets for truants and conveying them to the TABS centers.
- Provide two on-site police officers who maintain order at the centers and ensure the safety of the staff and youth.
- Provide two police vans for use in picking up truants during school hours.
- Compile daily activity reports.
- Compile the necessary statistics for the year end program evaluation.
- Assign a representative to serve on the Steering Committee

MILWAUKEE POLICE DEPARTMENT

TABS Field Officers

- Identify truant students on the street.
- Conduct a search and wanted check before transporting student.
- Fill out a green TABS FI card for each youth that is stopped.
- Transport truants to the TABS Center, District Station, or parent as appropriate.
- Provide security support at the centers when needed.
- Write timely truancy citations and contributing to truancy citations to non-compliant students and/or parents, as referred by TABS Social Workers and Site Coordinators.
- Return youth to school after TABS services are complete, when applicable.

Hours: 8:00 am – 4:00 pm

Patrol: 8:30 am -3:30 pm

Reports to: Office of Community Outreach and Education, (414) 835-7905

TABS On-Site Officers

- Maintain order at the center and ensure the safety of the staff and youth.
- Search youth that have been brought to the center by conveying officers. Return the youth to the conveying officer if contraband is found during the search.
- Store the youth's personal belongings while detained at the center.
- Conduct a wanted check on each youth conveyed to the center by suburban officers.
- Complete a release form for each student released to a parent/guardian. Make a photocopy of the picture identification presented by the adult picking up the youth.
- For students over the age of 15, release at assigned school dismissal time. For students under the age of 15, whose parent/guardian are unable to be reached, transfer responsibility of student to the BGCNM Program Coordinator at 3:30 PM.

Duty Hours: 8:30 am – 3:30 pm

Reports to: Office of Community Outreach and Education, (414) 835-7905

BOYS & GIRLS CLUB OF GREATER MILWAUKEE

Program Coordinator

- Perform intakes and brief counseling sessions with truants and their guardians (if available) the day of pick up, assessing the following information:
 - The severity of the truancy problem
 - The degree to which the guardian is concerned
 - The degree to which the student is concerned
 - The degree to which the school is involved
 - The actions needed to be taken by each party to ensure consistent attendance
- Based upon the information gathered, determine which students need follow-up services. Refer students with no school assignment to the TABS MPS school social worker.
- Daily, enter intake data and pick up notation into Infinite Campus TABS tab for MPS students. For Non-MPS students, enter information onto spreadsheet.
 - Save an electronic copy of all student intake forms in TABS case files
 - Print a hard copy of all student intake forms and place in student's file at the TABS Center
 - Send notification letters to parents who can't be reached via phone and make a copy for the student's file.
- Daily, enter field stop (yellow stripe) data into Infinite Campus TABS tab for MPS students. For Non-MPS students, enter information onto spreadsheet.
 - Send notification letters to parents who can't be reached via phone and make a copy for the student's file.
- Provide follow-up services to students, as needed.
- Monthly, request attendance reports (Data Dashboard) on TABS students receiving follow-up services.
- Ensure the security and confidentiality of MPS student information.
- Maintain student files in an orderly, secure fashion.
- Provide court support to students who receive citations, as needed.
- Provide support and assistance with the Summer MPS 8th Grade Promotional Program
- Daily, respond to parent and community calls regarding incidents of truancy (Calls for Help).
- Daily, manage and direct the work of student interns from local colleges, when applicable.

Hours: 8:30 am – 4:30 pm

Reports to:

- On Site: Anthony Little, TABS Program Manager

- MPS: Matthew Boswell, Senior Director of the Department of Student Services (414)475-8027

MILWAUKEE PUBLIC SCHOOLS

MPS TABS School Social Worker

School Social Work Referrals to TABS

- Accept referrals from school social workers for possible issuance of parent warning letters, parent and student warning letters, truancy and/or contributing to truancy citations. Assess referrals and make appropriate recommendation to MPD.
- Collaborate and consult with school social workers on referral process, referral outcomes, and individual cases.
- Provide information and assistance to parents calling in response to TABS warning letters issued.
- Provide monthly report to School Social Work Supervisors on calls for help received, TABS referrals processed, TABS warning letters and expected vs. received counts.
- Provide TABS training and information sessions, as needed.

Non-Registered Students

- Intervene with all TABS youth that are not registered at any school.
- Work collaboratively with parents to secure an appropriate educational placement.
- Connect student with the receiving school social worker for ongoing monitoring of attendance, if applicable.

TABS Center

- Daily, access and provide MPS attendance (Data Dashboard) on students picked up through the TABS Program to Program Coordinators.
- Monthly, access MPS attendance (Data Dashboard) on TABS follow up students.
- Daily, respond to parent and community calls regarding incidents of truancy (Calls for Help)
- Intervene with suspected child abuse and neglect cases.
- Assist with, when needed, intakes and brief counseling sessions with truants and their guardians (if available) the day of pick up, assessing the following information:
 - o The severity of the truancy problem
 - o The degree to which the guardian is concerned
 - o The degree to which the student is concerned
 - o The degree to which the school is involved

- o The actions needed to be taken by each party to ensure consistent attendance
- Based upon the information gathered, determine which students need ongoing services and refer to Program Coordinator.
- Ensure the security and confidentiality of MPS student information.
- Enter intake data and pick up notation into Infinite Campus TABS tab for MPS students.
 - o Save an electronic copy of all student intake forms in TABS case files
 - Print a hard copy of all student intake forms and place in student's file at the TABS Center
 - o Send notification letters to parents who can't be reached via phone and make a copy for the student's file.
- Maintain student files in an orderly, secure fashion.

Hours: 7:30 am – 3:30 pm

Reports to:

- On-Site: TABS Manager
- MPS: Nicole Cain, Supervisor, Office of School Social Work
(414) 438-3416
- Matthew Boswell, Senior Director of the Department Services
(414) 475-8027

MPS TABS School Social Work Assistant

- Assist MPS targeted schools (Vincent, Madison, Washington, Obama SCTE, North Division, Marshall, Riverside, Bay View, South Division, Bradley Tech, Hamilton and Pulaski) with TABS referrals
 - o See attached *TABS Target School Referral Procedures* on p. 42
- Complete other duties assigned, as instructed by MPS School Social Work Supervisors

Hours: 8:00 am – 2:30 pm

Reports to:

- On Site: TABS Manager
- MPS: Nicole Cain, Supervisor, Office of School Social Work
(414) 438-3416
- Matthew Boswell, Senior Director of the Department Services
(414) 475-8027

WISCONSIN TRUANCY LAWS

Compulsory School Attendance

There is a widespread misconception that a child can voluntarily quit school when they reach age 16. This is not true. Except under certain provision (Wisconsin Stats. 118.15(1)(b)(c)), the legal age for leaving school is 18. Full-time school attendance is compulsory for Wisconsin youths between the ages of 6 and 18. (Wis. Stats. 118.15(1)(a))

Wisconsin Stats. 118.16(1)(c) states: "Truancy" means any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of 118.15.

Wisconsin Stats., 118.16(1)(a) states: "Habitual Truant" means a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester.

School Attendance Enforcement

Wisconsin Stats., 118.16(4)(e) states: A school board may establish one or more youth service centers for the counseling of children who are taken into custody under 938.19(1)(c)10 for being absent from school without an acceptable excuse under 118.15.

Wisconsin Stats., 938.19(1)(d)10 states: A juvenile may be taken into custody if the juvenile is absent from school without an acceptable excuse under s.118.15.

Wisconsin Stats., 938.19(1m) states: A juvenile who is absent from school without an acceptable excuse under s.118.15 may be taken into custody by an individual designated under 118.16(2m)(a) if the school attendance officer of the school district in which the juvenile resides or the juvenile's parent, guardian, or legal custodian requests that the juvenile be taken into custody. The request shall specifically identify the juvenile.

Wisconsin Stats., 938.19(3) states: Taking into custody is not an arrest for the purpose of determining whether the taking into custody or the obtaining of any evidence is lawful.

*Notice: This standard operating procedure applies only to circumstances where a child is taken into custody for truancy pursuant to Section 938.19(1)(d)10 Wis. Stats., and for no other reason or purpose outlined in Section 938.19(1).

The complete state statutes pertaining to these issues can be found at www.legis.state.wi.us/rsb. Section 118.15 deals with compulsory school attendance. Section 118.16 is compulsory school attendance enforcement. Section 938.19 of the juvenile justice code is concerned with taking a juvenile into custody. 938.20 is release or delivery from custody.

Local Truancy Ordinance

106.23.3 Contributing to Truancy

Effective December 15, 1995, under this ordinance, a police officer may issue a municipal citation to a person 18 years age or older who knowingly encourages or contributes to the truancy of a minor. This includes the parent or guardian of the truant. Deposit amount is \$181.00

City of Milwaukee Office of the City Clerk Certified Copy of Ordinance

An ordinance relation to contributing to truancy and providing a penalty

The Mayor and Common Council of the City of Milwaukee do ordain as follows:
Part 1. Section 106-23.3 of the code is created to read:

106.23.3. Contributing to Truancy.

1. In this section "truancy has the same meaning as defined unds.118.16(1)(c), Wis. Stats.
2. Except as provided in sub. 4, no person 18 years of age or older shall knowingly encourage or contribute to the truancy of a minor under the age of 18 years.
3. An act or omission contributes to the truancy of a minor, whether or not the minor is adjudged to be in need of protection or services, if the natural and probable consequences of that act or omission would be to cause the minor to be truant.
4. Subsection 2 does not apply to a person who has under his or her control a truant minor who has been sanctioned through the state Learnfare program under s. 49.50(7)(h) Wis. Stats.
5. A person who is convicted of violating this section shall forfeit not less than \$25 nor more than \$500, and in default of payment shall be imprisoned in the house of correction or county jail for not less than one day nor more than 20 days

TABS PROGRAM PROCEDURES

Program Intent

The intent of the TABS Program is to enforce the compulsory school attendance laws. Through the TABS Program, youth are identified on the streets as truant from school. The truants are taken to a TABS Center where staff assess their attendance patterns and engage the guardian and student in the educational process. Having dedicated law enforcement officers assigned to this program allows for consistent enforcement of the compulsory school attendance laws while utilizing officers who specialize in youth and school related matters.

Field Procedures

The TABS Program has six full-time officers assigned to the program. One squad, 290, patrols the North side of the city, the second squad, 291, patrols the South side. The TABS officers stop students that are on the street during school hours. If the student cannot produce a written excuse for being on the street, TABS officers are to temporarily detain the student under suspicion of being truant. At the officer's discretion, if a student appears to be late for school, and en route to school, a warning about attendance and truancy is given and student is allowed to continue to school. For every student that is stopped, a green TABS FI card is filled out. For those students where it is determined that they are not going to be brought into the center, a yellow highlight is marked through the FI card and these students are considered a field stop (yellow stripers).

TABS Centers Drop-offs

Any student stopped North of Wisconsin Avenue should be transported to the TABS North Center, which is located in the Mary Ryan Boys & Girls Club at 3000 North Sherman Boulevard. The phone number is (414) 447-5325.

Any youth stopped South of Wisconsin Avenue should be transported to the TABS South Center, which is located at the Don & Sallie Davis Boys & Girls Club 1975 South 24th Street. The phone number is (414) 385-3100.

TABS Centers are staffed from 7:30am - 4:30pm. Truants are accepted in the mornings at 8:30am, or when the On-Site Officer arrives. Students are not accepted unless there is an officer present in the center. No students are accepted after 2:30pm, unless prior arrangements have been made with center staff.

Juvenile Arrests

TABS officers shall conduct a wanted check before the truant is transported to the TABS Center. When a wanted check reveals a serviceable warrant or the

youth has been reported missing, the TABS officer shall convey the youth to the district station of the district in which the youth was detained. Upon arrival, the TABS officers shall immediately inform the district shift commander, who shall assign personnel to process the juvenile and arrange for a conveyance to the Milwaukee County Children's Center, Municipal Court, or release to a parent or legal guardian. The TABS officers shall remain with the juvenile until relieved by the processing officer. Issuance of a municipal citation will not preclude his/her being transported to a TABS center, if they are truant.

Calls For Service

It is preferable that the TABS officers are dispatched to reports of truancy throughout the city. District squads may be dispatched if the TABS officers are unavailable. District Officers who come into contact with truants while on routine patrol may call for TABS or transport the student to the TABS Center themselves. Calls for service, not related to truancy that come into the TABS centers should be directed to the Milwaukee Police Department at (414) 933-4444. Parents who call the centers seeking help with their child should be directed to a TABS Program Coordinator or MPS Social Worker.

Suburban Transports

Suburban police officers, who take City of Milwaukee students into custody for truancy, may transport these student directly to one of the two TABS Centers. At the center, suburban police officers should fill out a green TABS FI card and wait until the student is searched and the warrant check has been completed by the TABS on-site officer. If the search reveals contraband or the wanted check reveals a serviceable warrant, or the student has been reported missing by another agency, the student shall be returned to the suburban officer for processing. If the student has been reported missing by the Milwaukee Police Department, the TABS center officer shall accept the student and clear the missing.

Transports to TABS by MPD Officers not assigned to TABS

MPD Officers not assigned to TABS may encounter students while on routine patrol. During program hours, officers may call for a TABS field officer to convey the student to a TABS center. If a TABS field officer is not available, the detaining officer may conduct a search and wanted check and convey the student to a TABS center and complete a green TABS FI card. If the wanted check reveals a serviceable warrant or the student is reported missing, the officer shall process the student at the district station of the district in which the student was detained.

Suspended Students

Suspensions are considered excused absences per state law. Suspended students are expected to go directly home if sent from school, and are to remain in the home during school hours, for the duration of the suspension. Law enforcement officers who find suspended youth on the street during school hours should not transport these youth to a TABS center. A student who produces paperwork that indicates that they were suspended that day and appears to be heading in the direction of home should be allowed to go home. Student who are suspended and removed from school by a law enforcement officer are not accepted at the TABS center.

Truancy and Contributing to Truancy Citations

When picked up by the Milwaukee Police Department, all students shall be assessed for truancy patterns and school attendance. All students and parents shall be informed of the truancy laws and consequences at the time of assessment or by letter if a parent cannot be reached. At the discretion and/or recommendation of the TABS Program Coordinator or MPS School Social Worker, the Milwaukee Police can issue a truancy citation to the student. If there is a valid reason why the citation should not be issued, the TABS staff will communicate with the officers and recommend that a citation should not be issued. Ultimately, law enforcement has the discretion to issue a citation when they see it is warranted.

The TABS Manager or TABS Program Coordinators shall serve as the complainant on the citations issued to students brought into the TABS centers and represent TABS in court, as well as offer court advocacy services to any youth or guardian who receives a citation and becomes compliant with the law. The MPS social worker at the school will serve as a complainant for those students have been referred directly from the school and have not been brought to the TABS center.

When writing the citation, law enforcement officers must request attendance data using the Disclosure of Pupil Attendance Record(s) to Law Enforcement form. After receipt of the form, MPD is able to gain a copy of the TABS intake sheet or referral form and attendance information to assist in writing the citation. TABS MPS staff may give officers specific attendance information on TABS youth, only if the officers request such in writing. If attendance information is provided to MPD, TABS or the referring school staff must send the notification letter to the parent that the information was released.

TABS Center Procedures

Screening and Acceptance of the Truant

The on-site MPD officer receives the student from the conveying officer along with the green TABS FI card. The on-site officer shall store the youth's

personal belongings including coats, cell phones, backpacks etc. Students are expected to stay seated and quiet until given permission to get up and move around the center.

Wanted Checks

The TABS on-site field officer is responsible for conducting wanted checks on youth transported to TABS by suburban officers. If the wanted check reveals a serviceable warrant, or the youth has been reported missing from another agency, the youth shall be returned to the suburban officer for processing. If the student has been reported as missing by the Milwaukee Police Department, the TABS on-site officer shall accept the youth and clear the missing.

Truants detained by TABS field officers and MPD officers not assigned to TABS, are responsible for conducting warrant checks prior to conveying to TABS. If the warrant check reveals a serviceable warrant, or the youth has been reported missing, the detaining officers shall convey the youth to the district station of the district in which the youth was detained.

Unruly/Combative Truants

If a student becomes disruptive to staff or other students, his/her conduct must immediately be reported to the on-site officer. The officer shall evaluate the situation and determine the appropriate course of action. Officers are advised to separate the student from the general population and cite if appropriate. If the behavior escalates and becomes threatening, officers are advised to call the TABS Wagon for the removal of the student and arrest if appropriate. If the truant becomes combative and is arrested, the truant shall be conveyed to the district in which the arrest occurred or, if applicable, PPS for processing.

Civilian staff should never initiate the restraining of a student. If the officer gets involved in a physical altercation with a youth, civilian staff should assist only if the officer asks for assistance. If the officer states that he/she needs backup, civilian staff should call 911 and say that "an officer at TABS needs assistance".

Medical Emergencies

If a student presents minor medical complaints, staff shall first attempt to contact the parent/guardian to make a decision on how to handle the situation. If the parent cannot be located, staff is advised to call Bell Ambulance at 264-2355. If the individual is not in custody, be sure to inform the ambulance company that the individual is not in custody. If the student is in custody, the officer must accompany the student to the hospital. The parent must be notified immediately of the incident. If a parent is not located by the close of business, BGCGM staff shall continue to make contact via phone

throughout the evening. If the parent does not have a phone, BGCGM staff shall go to the home and leave a note explaining the incident.

If a student presents a major medical emergency, staff shall call 911. The officer or Program Coordinator shall attempt to notify the parent immediately, following the above procedure.

Suspicion of Child Abuse/Neglect

Each TABS staff person is mandated by law to report suspected child abuse/neglect. The person who does the reporting does not need to witness an incident or abuse or neglect - only suspect it. No legal action can be taken against a staff person who reports in good faith. Legal action may be taken against a staff person who fails to report their suspicion.

If a suspicion arises, staff should consult with a TABS MPS school social worker, if needed. If the information constitutes possible abuse or neglect, it must be reported to the **Division of Milwaukee Child Protective Services at 220-SAFE**. Second, discuss the case with the MPD TABS Officers who specialize in sensitive crimes. They will assess the case to determine if immediate intervention is necessary through their department. It is advisable to share the suspicion with the school social worker at the student's assigned school. If the student refuses to go home after the DMCPS has been called, report this to the DMCPS worker and/or transport the student to a shelter. 220-SAFE calls must be logged in the student file.

Walk-Ins

Occasionally, a student will walk in to the TABS center on their own seeking assistance with school related matters. These students should be instructed to meet with an onsite MPS social worker or TABS Program Coordinator. Parents and social service providers are allowed to bring their truant child/client to the TABS Center. The parent/caregiver must accompany the child into the center and meet with the Program Coordinator or school social worker.

Center Capacity

Each TABS center has the capacity to house approximately twenty students at one time. The officer on site determines when the TABS center has surpassed safe capacity levels. If one center is filled to capacity, transports should be directed to the second center. If both centers are filled to capacity, the officer on site will contact the Sergeant at the MPD Office of Community Outreach and Education at (414) 835-7905. MPD will announce the closing of the TABS centers via police radio.

Video and Audio Surveillance

Surveillance cameras are installed at both TABS centers. These cameras record all audio and visual effects in the room. The cameras have been

installed to add to the detention-like atmosphere, hoping that the detained youth will take it more seriously, thus controlling their own behavior; for use as a training tool; to provide security for the afterhours worker who waits alone with students; and for use in showing parents how their child behaved in the center while waiting to be picked up.

BGCGM staff is responsible for seeing that the equipment runs continuously and is secure in a locked area. All staff are responsible for informing students and visitors verbally and through the posting of signs that they are under video and audio surveillance.

Truant Intake

The MPS Social Worker utilizes the MPS student database to confirm the identity of the student. Information on the MPD green TABS FI card is crossed checked with information on the MPS student database. Additionally, the MPS Social Worker provides attendance data (Data Dashboard). A file is made for each student and maintained by the Program Coordinator or MPS Social Worker. Program Coordinators are to maintain all Non-MPS students on their spreadsheet. If no current assignment can be confirmed, the student is referred to the TABS MPS Social Worker who will work with the family to ensure school enrollment. The interview process should reveal the individual student's reasons for truancy, the student's legal, social, school and home status. This process should involve problem-solving techniques designed to assist the student in making the necessary changes which are impeding regular school attendance. If it appears that a student needs ongoing support in making these changes, the student should be referred to the Program Coordinator who will provide follow up services, as needed.

Counseling and Follow up Services

Each TABS center has a Boys & Girls Club Program Coordinator (who has a bachelor's degree in social work or related field) on site. This person is primarily responsible for the initial assessment of the truant status and makes a determination as to the need for follow up services. The assessment is to take into account the following: the student's current and past attendance patterns as well as that of the siblings, at-risk status, student's attitude and self-esteem, degree of parental involvement and support. The site coordinator may decide to case manage the student in-house, or refer the student to appropriate professionals in the schools or to appropriate social service providers in the community.

On Site Release/Disposition of Truant

It is always preferable that all students be transported back to school after interview and assessment is complete. If it is after school hours and student is at the center, the guardian is expected to come to the center no later than 4pm

to pick them up. Once there, staff has the option to meet with the parent, informing them of the incident which prompted pick up and go over the student's attendance patterns if it has not been discussed via phone. If the attendance is poor staff can discuss with the parent the truancy laws and possible fines associated with non-compliance. If the parent requests assistance, ongoing supportive services are to be provided. MPS Social Workers and TABS Program Coordinators are to discern if services will be provided by the TABS center staff, school professionals or an outside social services agency. If the student is suspended, the officers can return the student home after communicating with the parent or guardian that they are transporting the youth home. This process is designed to facilitate communication between the student and parent while building a supportive base for the student and parent to deal with the associated issues. All details discussed in the intake and with the parent are to be documented in the student's file.

Release of Student

After the intake assessment, the student is turned over to the on-site officer for release to school or parent/guardian. The adult picking up the student must present a form of identification and sign the release form. The officer shall make a photocopy of the identification and store in the student's file, along with the release form. The officer shall note the time of release and to whom the student was released on the sign in sheet.

Responsible Adult with no Identification

If the adult does not produce ID, the officer must take a fingerprint and complete a warrants check through the district council. If the adult is wanted, he/she is taken into custody by the TABS on-site officer. The TABS officer will call the Sensitive Crimes Division at 935-7401 who will arrange for a conveyance. Another adult must be found to retain custody of the student.

Disposition Options

If the student cannot be taken back to school and the legal guardian is not able to be located, or is unable to come to the center to pick up their child, the following steps are to be taken:

1. If the legal guardian is not located or is unavailable, staff is advised to locate another person listed on the MPS emergency contact sheet. It is hoped that this person will agree to come to the center, meet with staff, and retain custody of the child.
2. If none of the persons listed on the MPS emergency contact sheet are available to come to pick up the child, regardless of age, the student may be released to someone not on the list with parental approval.
3. If the parent or guardian is unavailable, any youth 15-17 may be released at their assigned school's dismissal time without immediate adult supervision

and without parental approval. The legal guardian must be notified of the pickup via phone or mail as soon as possible.

4. Any youth aged 13-14 may be released at their assigned school's dismissal time without immediate adult supervision, but only with parental approval.
5. Staff shall never release a child under the age of 13 without appropriate, immediate adult supervision.

****If there is ever a reason to believe that a student, regardless of age, would be placed in an unacceptable level of risk if he or she left the TABS facility without immediate adult supervision, TABS BGCNM staff must stay with the student until a guardian is located or the DMCPS is called and responds**

Truants Left After Hours

If the TABS staff is unable to locate an appropriate responsible adult for a child by 4:30pm, BGCNM staff is advised to stay with the child at the center after hours, while continuing to attempt to locate a guardian or responsible adult as defined above. If no one is located by 7:00pm, the child is considered abandoned, the BGCNM staff are advised to call the Division of Milwaukee Child Protective Services at 220-SAFE. An afterhours worker will come to the center by 8:00pm and take custody of the student.

1. Left over truants should be fed a snack by 4:00pm.
2. If a child becomes disruptive, call the Milwaukee Police Department at **933-7444**. Tell them that TABS needs help. If a child becomes combative call **911**.
3. If there is any question of a medical emergency, call **911** and let them assess the situation.
4. If a child runs away, do not chase them. Call and report the incident to the **Milwaukee Police Department – Neighborhood Task Force Division at 935-7219**. Document the incident in the student's file.
5. Call the TABS Manager for clarity or if there are any concerns or questions regarding individual cases after hours.

TABS Intake Form

Milwaukee TABS



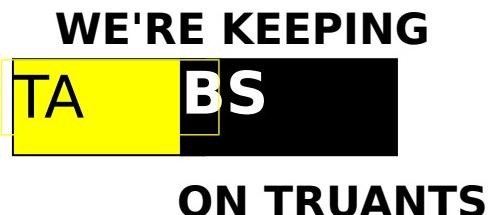
TABS INTAKE			
TRUANT INFORMATION			
Last name			
First name		Middle initial	
Home address			
City		State	Zip
Age	Date of birth	Sex	Race
Parent/guardian name			
Mobile phone		Work phone	
SCHOOL INFORMATION			
School			
Grade			
Today's absence (check one)	<input type="checkbox"/> 01 - ANOX	<input type="checkbox"/> 03 - TAUN	<input type="checkbox"/> 05 - SUSP
	<input type="checkbox"/> 02 - ABEX	<input type="checkbox"/> 04 - TAEX	<input type="checkbox"/> 07 - OTHER
	<input type="checkbox"/> 06 - NOT REGISTERED		
Attendance Rate		Truancy Rate	
Reason for Absence	Is the student a runaway? <input type="checkbox"/> Yes <input type="checkbox"/> No Date reported missing _____		
ZIP code found		Home ZIP code	
Type of area (check one)	<input type="checkbox"/> 01 - Park <input type="checkbox"/> 06 - Vehicle <input type="checkbox"/> 02 - Mall <input type="checkbox"/> 07 - School grounds <input type="checkbox"/> 03 - Convenience store <input type="checkbox"/> 08 - Fast food restaurant <input type="checkbox"/> 04 - Residential area <input type="checkbox"/> 09 - Inside house <input type="checkbox"/> 05 - Bus stop <input type="checkbox"/> 99 - Other		
Disposition codes	<input type="checkbox"/> 01 - Parent <input type="checkbox"/> 06 - Responsible adult <input type="checkbox"/> 02 - Legal guardian <input type="checkbox"/> 07 - Law enforcement officer <input type="checkbox"/> 03 - DMCPS <input type="checkbox"/> 08 - School <input type="checkbox"/> 04 - Relative <input type="checkbox"/> 09 - Other <input type="checkbox"/> 05 - Released		
Prior arrest? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Charges _____			
On probation? <input type="checkbox"/> Yes <input type="checkbox"/> No	HSW called? <input type="checkbox"/> Yes <input type="checkbox"/> No		
HSW name _____			
HSW number _____			
Intake Specialist _____			
Student ID _____			
Date _____			
Time in		<input type="checkbox"/> AM <input type="checkbox"/> PM	
Time out		<input type="checkbox"/> AM <input type="checkbox"/> PM	
Parent contact (time)		<input type="checkbox"/> AM <input type="checkbox"/> PM	
School contact (time)		<input type="checkbox"/> AM <input type="checkbox"/> PM	
HSW contact (time)		<input type="checkbox"/> AM <input type="checkbox"/> PM	
DMCPS contact (time)		<input type="checkbox"/> AM <input type="checkbox"/> PM	
Comments: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____			

Milwaukee Police Department Green FI Card

NAME (Last, First, M.I.)			D.O.B.	SEX M F	RACE W B I A	HISP Y N
RESIDENCE ADDRESS			CITY	STATE	ZIP	
A.K.A.			EMPLOYER/SCHOOL			
DRIV. LIC.#			STATE	PHONE NO.		
HEIGHT	WEIGHT	BUILD	EYES	HAIR	SOCIAL SECURITY NO.	
DATE	TIME	ADDRESS LOCATION				SQUAD AREA
EMPLOYEE I.D. # (6 digit)	LOC. CD.	EMPLOYEE I.D. # (6 digit)	LOC. CD.	EMPLOYEE I.D. # (6 digit)	LOC. CD.	
PARENT NAME (Last, First, M.I.)			D.O.B.	SEX M F	RACE W B I A	HISP Y N
RESIDENCE ADDRESS			CITY	STATE	ZIP	
PHONE NO.		EMPLOYER				
MILWAUKEE POLICE DEPARTMENT TRUANCY ABATEMENT SUPPRESSION CARD PT-40 Rev. 08/09						

Parent Notification Letter – Field Stop

**TRUANCY
ABATEMENT AND
BURGLARY
SUPPRESSION
PROGRAM**



DATE

Dear Parents or Guardian:

This letter is to inform you that your child, _____ was stopped by the Milwaukee Police Department on _____ at _____. Your child was not taken to the TABS center but an information card was completed and will be filed in our office.

Students that are truant from school may be issued a \$94.00 truancy citation. The fine is not limited to \$94.00; it can go as high as \$500. Parents, who contribute to truancy by failing to do all they can to keep or get their child in school, can be issued a fine of \$181.00 to \$500.00.

Please do not hesitate to call us if you have questions or need further assistance. We can be reached Monday through Friday between hours of 8:30 AM and 4:30 PM at 414-XXX-XXXX.

Sincerely,

TABS Program Coordinator/Manager

**TABS
COLLABORATING
ORGANIZATIONS**

**Boys & Girls
Clubs of
Greater
Milwaukee**

**Milwaukee
Police
Department**

**Milwaukee
Public Schools**

TABS North: Mary Ryan Boys & Girls Club . 3000 North Sherman Blvd. Milwaukee, Wisconsin 53210 . 414.447.5325 . Fax 414.447.5339
TABS South: Don & Sallie Davis Boys & Girls Club . 1975 South 24th St. Milwaukee, Wisconsin 53204 . 414.385.3100 . Fax 414.385.3112

Parent Notification Letter – Intake

**TRUANCY
ABATEMENT AND
BURGLARY
SUPPRESSION
PROGRAM**

WE'RE KEEPING

TA BS

ON TRUANTS

DATE

Dear Parent or Guardian:

This letter is to inform you that your child _____ was picked up by the Milwaukee Police Department on _____. Your child was truant from school and brought to the TABS center located in the XXXX Boys & Girls Club at XXXXXXXX. We attempted to contact you by telephone that day, but were unsuccessful. Your child was either released or returned to school at _____.

If you have questions regarding this or your child's overall attendance, please contact the school social worker immediately.

Students that are truant from school may be issued a \$94.00 truancy citation. The fine is not limited to \$94.00; it can go as high as \$500.00. Parents, who contribute to truancy by failing to do all they can to keep or get their child in school, can be issued a fine of \$181.00 to \$500.00.

Please do not hesitate to call us if you have questions or need further assistance. We can be reached Monday through Friday between the hours of 7:30AM and 3:30PM at (414) XXX-XXXX.

**TABS
COLLABORATING
ORGANIZATIONS**

**Boys & Girls
Clubs of
Greater
Milwaukee**

**Milwaukee
Police
Department**

**Milwaukee
Public Schools**

Sincerely,

TABS Staff

TABS North: Mary Ryan Boys & Girls Club . 3000 North Sherman Blvd. Milwaukee, Wisconsin 53210 . 414.447.5325 Fax 414.447.5339

TABS South: Don & Sallie Davis Boys & Girls Club . 1975 South 24th St. Milwaukee, Wisconsin 53204 . 414.385.3100 . Fax 414.385.3112

TABS Student Release Form

TABS NORTH STUDENT RELEASE

STUDENT NAME: _____

STUDENT RELEASED TO:

NAME: LAST _____ FIRST _____ MI _____

HOME ADDRESS _____ ZIP _____ DOB _____ / /

HOME PHONE _____ BUSINESS PHONE _____

SIGNATURE _____

RELATIONSHIP TO STUDENT: (CIRCLE ONE)

- (01) PARENT (02) LEGAL GUARDIAN (03) SCHOOL (04) BMCW
(05) RELATIVE (07) RESPONSIBLE ADULT (08) LAW ENFORCEMENT OFFICER

ID PROVIDED:

LICENSE NUMBER: _____ STATE _____

OTHER ID: _____

NO ID:

INDEX PRINT

1. FINGERPRINT: _____
2. WARRANT CHECK: _____ INITIAL: _____

RELEASE INFORMATION:

LOCATION OF RELEASE: 3300 W SHERMAN BLVD. MILWAUKEE, WI 53210

TIME IN: _____ TIME OUT: _____ DATE: _____

OFFICER RELEASING STUDENT:

SIGNATURE _____ DEPARTMENT _____ SQUAD # _____

DEMEANOR: (CIRCLE ONE)

COOPERATIVE ARGUMENTATIVE COMBATIVE OTHER

TABS Student Self Release Form

TABS NORTH STUDENT RELEASE

STUDENT NAME: _____

STUDENT RELEASED TO:

NAME: _____ LAST: _____ F: _____ MI: _____

HOME ADDRESS: _____ DOB: _____ / _____ / _____

HOME PHONE: _____ BUSINESS PHONE: _____

SIGNATURE: _____

RELATIONSHIP TO STUDENT: (CIRCLE ONE)

- (01) PARENT (02) LEGAL GUARDIAN (03) SCHOOL (04) BMCW
(05) RELATIVE (06) RELEASED (07) RESPONSIBLE ADULT
(08) LAW ENFORCEMENT OFFICER

ID PROVIDED:

LICENSE NUMBER: _____ STATE: _____

OTHER ID: _____

NO ID:

INDEX PRINT

1. FINGERPRINT: _____
2. WARRANT CHECK: _____ INITIAL: _____



RELEASE INFORMATION:

LOCATION OF RELEASE: **TABS NORTH**

TIME IN: _____ TIME OUT: _____ DATE: _____

OFFICER RELEASING STUDENT:

_____ DEPARTMENT _____ SQUAD # _____ SIGNATURE _____

DEMEANOR: COOPERATIVE ARGUMENTATIVE COMBATIVE OTHER

TRUANCY
ABATEMENT AND
BURGLARY
SUPPRESSION
PROGRAM



ON TRUANTS

Student Intake Survey

Name: _____ Date:-

1. How old are you? _____ What is your date of birth?

2. What race/ethnicity are you?
 African-American/Black Caucasian/White
 Other Hispanic/Latino
 American Indian/Native American
 Asian

3. What is the primary language spoken in your home?

4. What grade are you in? _____ Have you ever been held back a grade?
 YES NO

5. How many times have you moved in the past year?

6. How many different schools did you attend last year?

7. Are you in a new school this year? YES NO

8. Why are you out of school today? (Please check only one box)
 Didn't feel like going Missed the bus
 Sick (health problems) Suspended
 Had an errand to do Woke up late
 Had a doctor's appointment Dropped out of school
 Had to take care of someone Expelled/kicked out of
school
 Left for lunch Didn't have school ID
 Bored with school Other

9. How many days a week do you go to school?

10. Do you feel your absences or truancies are a problem? YES NO

11. What can **YOU** do to improve **YOUR** attendance?

12. What help do you need from others to stay in school? (Please check all that apply)

- Parent/Guardian to pay more attention or get more involved in my education
- Someone to keep track of my attendance
- Teachers or school staff to care about me and my education
- Tutoring
- Nothing
- Other _____

13. Does your parent/guardian do any of the following? (Please check all that apply)

- Help you with your homework
- Ask you how your day was
- Make sure you attend school everyday
- Look at your grades/report card
- Attend parent/teacher conferences
- Attend your extracurricular activities

14. Do you feel your parent/guardian takes an interest in your education?

YES NO

15. On a scale of 1-5, how likely are you to be promoted to the next grade?

<u>Extremely Unlikely</u>	<u>Neither likely or unlikely</u>
<u>Extremely Likely</u>	
1	2
	3
5	4

16. What is your GPA or current grades in school?

17. Overall, are you satisfied with your grades? (Please check only one answer)

- YES
- NO
- I don't care

18. Name one thing you like about yourself.

19. What do you want to be when you grow up?

20. How important is it to you that you graduate high school?

I really don't care Somewhat Important Extremely
Important

21. How do you usually spend your time when you are supposed to be in school but don't attend?

- At the mall
- At a recreation program/center
- Hanging out with friends
- Playing computer/video games
- Reading

- Taking care of someone
- Talking/playing on the phone
- Watching TV
- Working
- Other

Sleeping

22. How would you describe your home life?

23. Do you have your basic needs met at home (food, clean clothing and shelter)?

YES NO

24. Who do you go to about your problems? (Please check all that apply)

- Parent/Guardian
- Other family members
- Neighbors
- An older friend
- Teacher or school social worker
- School Administrator
- Friends/Classmates
- Nobody
- Other

25. Have you been suspended from school this year?

YES NO

If YES, why?

26. Who lives in your house with you? (Please check all that apply)

- Mother
- Father
- Sister
- Brother
- Uncle
- Grandmother
- Step-Mother
- Step-Father
- Foster Parent
- Older Friend

Aunt
 Grandfather

I live in a Group Home
 Other

27. Number of brothers and/or sisters _____ Ages of brothers and/or sisters

28. Did any of your brothers and/or sisters graduate from high school?

YES NO

29. Did either of your parents graduate from high school?

YES NO I do not know

30. Have you ever ran away from home? YES NO

If YES, why? (Please check all that apply)

I didn't feel safe at home Too many rules at home
 Problems with my siblings I was angry
 Problems with my parents I don't know
 Other _____

31. Have you ever received a ticket/citation? YES NO

If YES, what for?

32. Have you ever been arrested? YES NO

If YES, what for?

33. Are you currently on probation? YES NO I don't know

34. Do you associate with any gang or gang members? YES NO

35. Have you been asked to join a gang? YES NO

36. Have you ever been a victim of a crime or witnessed a crime? YES NO

37. Are you a parent? YES NO If YES, how many children do you have?

38. Have you ever been drunk or high? YES NO (If NO please go to question #42)

39. Do you think drug and/or alcohol use affects your school performance?

YES NO

40. When was the last time you were drunk or high?

41. Have you ever used or tried any other drugs besides marijuana (weed) and/or alcohol?

YES NO If YES, what?

42. Does anyone else living in your household use drugs or a lot of alcohol?

YES NO

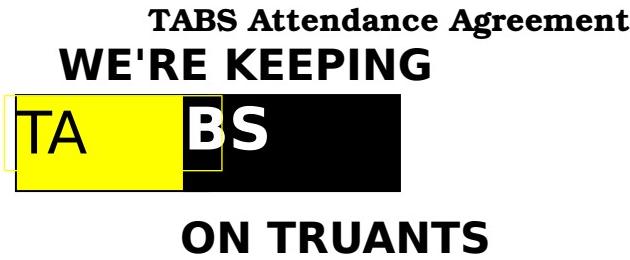
If YES, does this affect you? YES NO

43. FOR FEMALES: Are you pregnant? YES NO

44. Is there anything else you would like us to know about you? YES NO

If YES, please write in the space below.

TRUANCY
ABATEMENT AND
BURGLARY
SUPPRESSION
PROGRAM



ATTENDANCE AGREEMENT

DATE:

STUDENT: Click here to enter text.

ID#: Click here to enter text.

SCHOOL: Click here to enter text.

GRADE: Click here to enter

text.

I, Click here to enter text., agree to attend school every day and be on time until
[redacted]. If I miss any days or class periods, without an excuse, I understand that a truancy citation could be mailed to my home based on the review of my attendance record during the attendance agreement period. In addition, if I am picked up again by TABS I understand I will receive an automatic truancy citation.

Student Signature: _____

Date: _____

TABS Staff Signature: _____

Date: _____

TABS Follow Up

Date: _____

of Absences Since Date of Contract: _____

Referred for Citation? YES NO

TRUANCY

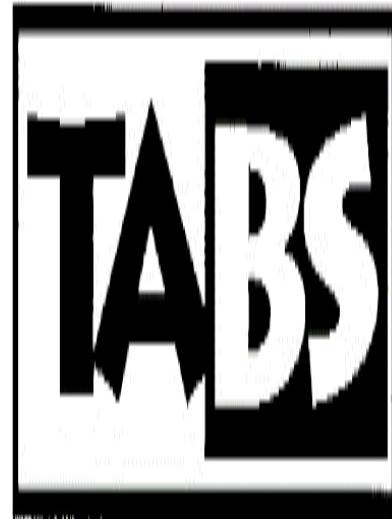
ABATEMENT

BURGLARY

SUPPRESSION

PROGRAM

WE'RE KEEPING



ON TRUANTS

**TRUANCY
ABATEMENT AND
BURGLARY
SUPPRESSION
PROGRAM**

TABS MPS Parent Warning Letter
WE'RE KEEPING
TA [REDACTED] BS
ON TRUANTS

DATE

Dear «Parent_Name»:

It has come to our attention that your child, «Student_Name», has not been attending school on a regular basis. With five or more truancies/unexcused absences, your child is recognized as a habitual truant.

According to the City Ordinance 106.23(3), parents or guardians who show no initiative in enrolling their children in school or ensuring that their children are attending school, may be cited by the Milwaukee Police Department for contributing to truancy. This citation carries a fine from \$181.00 to \$500.00.

If you ignore this letter and do not respond within three days of receiving this letter, you may be cited by the Milwaukee Police Department.

If you have questions, please contact me at (414) XXX-XXXX between the hours of 7:30am and 3:30pm Monday through Friday.

**TABS
COLLABORATING
ORGANIZATIONS**

**Boys & Girls
Clubs of
Greater
Milwaukee**

**Milwaukee
Police
Department**

**Milwaukee
Public Schools**

Sincerely,

TABS School Social Worker

TABS North: Mary Ryan Boys & Girls Club . 3000 North Sherman Blvd. Milwaukee, Wisconsin 53210 . 414.447.5325 . Fax 414.447.5339
TABS South: Don & Sallie Davis Boys & Girls Club . 1975 South 24th St. Milwaukee, Wisconsin 53204 . 414.385.3100 . Fax 414.385.3112

TRUANCY
ABATEMENT AND
BURGLARY
SUPPRESSION
PROGRAM

TABS MPS Parent and Student Warning Letter

WE'RE KEEPING



ON TRUANTS

DATE

Dear «Parent_Name» and «Student_Name»:

It has come to our attention that **«Student_Name»**, has not been attending school on a regular basis. **«Student_Name»** has **«Unex_Absences»** unexcused absences for the school year. Wisconsin state law requires all students between the ages of six and eighteen to attend school full time.

A student is considered habitually truant when he/she misses a total of five full or partial days without a valid excused during a school semester. According to the City of Milwaukee Ordinance 106.23.1, habitually truant students ages twelve to seventeen may be cited by the Milwaukee Police Department for truancy. This citation carries a fine of \$94.00.

Wisconsin statute 118.15(1)(a) requires that any person (parent, guardian, foster parent or relative placement) having responsibility for a student who is between the ages of six and eighteen years shall cause the student to attend school regularly during all scheduled hours. According to the City of Milwaukee Ordinance 106.23.3, parents or guardians who show no initiative in enrolling their children in school or ensuring that their children are attending school, may be cited by the Milwaukee Police Department for contributing to truancy. This citation carries a fine of \$181.00.

If you ignore this letter and do not respond within three days of receiving this letter, you and/or your student may be cited by the Milwaukee Police Department.

If you have questions, please contact me at **(414) XXX-XXXX**, between the hours of 7:30am and 3:30pm Monday through Friday.

Sincerely,

TABS School Social Worker

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MILWAUKEE
PUBLIC SCHOOLS

Office of School Administration
Department of Student Services
5225 W. Vliet Street
Milwaukee, WI 53208
(414) 475-8448 •
mps.milwaukee.k12.wi.us
Fax (414) 475-8626

Date: _____

Student's Name: _____

Birthdate: _____

**Notice of Provision of Attendance Record to
Law Enforcement Agency for Truancy Investigation**

Dear Student/Parent/Guardian:

A copy of the attendance record has been provided to a law enforcement agency for purposes of a truancy investigation. Please contact me at _____ if you have any additional questions.

School Principal/Administrator

School

Rev. Department of Student Services DPH 10-30-15

Start. Stay. Succeed.
Comienza. Quedate. Triunfa.



MILWAUKEE
PUBLIC SCHOOLS

Office of School Administration
Department of Student Services

5225 W. Vliet Street

Milwaukee, WI 53208

(414) 475-8448 • mps.milwaukee.k12.wi.us

Fax (414) 475-8626

Date: _____

DISCLOSURE OF PUPIL ATTENDANCE RECORD(S) TO LAW ENFORCEMENT

Law Enforcement Certification

I, _____, a law enforcement officer
Print: Rank/ Full Name **District/Bureau Employee Number**

employed by the _____, request the ATTENDANCE RECORDS (including EMERGENCY
CONTACT INFORMATION) of MPS pupil _____

_____, for the purpose(s) listed below:
Print: Last Name/ First Name **Date of Birth (if available)**

Truancy Investigation [*NOTE: If the pupil's record is to be used for a TRUANCY INVESTIGATION, the authorizing MPS administrator MUST NOTIFY THE PUPIL'S PARENT/GUARDIAN as soon as possible. Notice is provided by mailing a letter to the pupil's parent/guardian.*]
Investigation of alleged criminal or delinquent activity by the pupil

IDENTIFY THE REQUESTED RECORDS BELOW:

Directory Data (Public Records)

Pupil name

Activities and sports participation

Degrees and awards received

Athletic team: height and weight

Name of school most recently previously attended
(not the school currently attending)

Pupil Attendance Records and Related Information (Confidential Records)

Address

Attendance data (specify dates) _____

Date and place of birth

Emergency contact information

Telephone listing

I certify that these records are for the purpose(s) identified above and will not be disclosed to any other person, except as permitted by law.

Print Name of Law Enforcement Officer

Signature of Law Enforcement Officer

Date:

MPS Release of Records/Information Authorization

The undersigned MPS administrator has authorized the release of the records identified above to the above-named law enforcement officer for the purpose(s) identified above.

Authorizing MPS Administrator's Signature

Date

Start. Stay. Succeed.
Comienza. Quedate. Triunfa.

COPY: Student's Cumulative Folder

Rev. Department of Student Services DPH 10-30-15

Procedures for TABS SSWA

Target Schools

Bay View, Bradley Tech, Hamilton, James Madison Academic Campus (JMAC), Obama SCTE, North Division, Pulaski, South Division, Vincent, Washington

Pre-School Visit	❖ Run Social Work Referrals – Unexcused Absence Counts 25-34.5 Data Dashboard Report for Target School Daily <ul style="list-style-type: none">○ Each Target School will have an assigned day of the week designed to create, pickup and drop-off referrals as outlined below.				
	Monday	Tuesday	Wednesday	Thursday	Friday
	JMAC	Obama SCTE North Division	Vincent	Marshall	Washington
	Pulaski	Bay View Riverside	Hamilton	South Division	Bradley Tech
❖ Input data from Data Dashboard Report into Target School's spreadsheet (this will be provided by TABS SSW) <ul style="list-style-type: none">• Student ID, Student Name, Date Dropped Off to Target School, Notes (when applicable), Received Back from SSW, Emailed to SSW					
❖ Create and Save “Pending TABS Referral” for each student under the age of 18 from the Social Work Referrals – Unexcused Absences Counts 25-34.5 Report <ul style="list-style-type: none">• Student Name, ID, Date of Birth, Age, SEN, Address, School, Grade, Race, Sex• Parent Name, Phone Number<ul style="list-style-type: none">○ Save in Target School’s Pending Referral Folder (Last Name, First Name (School))					
❖ Print each TABS Referral created for Target School and place in respective Target School’s Outgoing Folder for delivery					
❖ Adjustments need to be made for days there are SSWA Meetings, or when there is an off day. It is up to the TABS SSWA to arrange an earlier drop off/pick up day with the SSW at the Target school when					

	necessary.
School Visit	<ul style="list-style-type: none"> ❖ Deliver TABS Referrals from Outgoing Folder to Target School between 9:30am and 10:30am (based on arranged standing weekly appointment time with school). ❖ Pick-up and place the previous week's completed TABS Referrals, Signed Disclosure of Pupil Attendance Record(s) to Law Enforcement Forms and Habitual Truancy Letters from Target School's SSW/SSWA and place in Target School's Outgoing Folder for completion
Post -School Visit	<ul style="list-style-type: none"> ❖ Input Received Referrals on Target School's spreadsheet <ul style="list-style-type: none"> o Enter the date you received the referral from the school in Received Back from SSW Column ❖ Provide all supporting documentation received from Target School to the assigned TABS Social Worker of that Target School, after using information from the habitual truancy letter to enter intervention on the referral. <ul style="list-style-type: none"> o Each TABS Social Worker will have a designated location for Target School supporting documentation at the TABS Center ❖ Update Pending TABS Referrals with information received from Target School <ul style="list-style-type: none"> • Referral Type, Language, Height, Weight, Hair, Eyes • Parent Information, Date of Birth, Height, Weight, Hair, Eyes, Race, Sex • Interventions <ul style="list-style-type: none"> o Date and Type from PLP Contact Log o If the intervention is for a habitual truancy letter and you have a copy of the letter use the date and time of meeting in the note of the intervention. • Locate and input final data required on TABS Referral Form <ul style="list-style-type: none"> o Date of First Unexcused Absence Following Last Failed Intervention <ul style="list-style-type: none"> ▪ Must be Full Day Unexcused Absence per Data Dashboard Student Absence and Tardy List o Unexcused Days / Membership Days <ul style="list-style-type: none"> ▪ Data must be per Data Dashboard Student Absence and Tardy Report (Unexcused Days) and Student Profile (Membership Days) ❖ Save completed TABS Referral in Target School's Submitted Referrals Folder ((Referral Type) Last Name, First Name) ❖ Email completed TABS Referrals back to Target School Social Worker for approval and submission to TABS. Enter the date

	you emailed the referral to the school social worker in the Emailed referral to school column on your spreadsheet. Email what you have completed at the end of the day, do not hold onto referrals until all that you picked up are completed.
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Procedures for SSW at Target Schools

Target Schools

Bay View, Bradley Tech, Hamilton, James Madison Academic Campus (JMAC), Obama SCTE, North Division, Pulaski, South Division, Vincent, Washington

Weekly drop-off/pick-up of TABS Referrals	<ul style="list-style-type: none"> ❖ SSW will review TABS Referrals dropped off by TABS SSWA in preparation for pick-up the following week <ul style="list-style-type: none"> • Select Referral Type and Language • Provide Student Height, Weight, Hair, Eyes (when citation is requested) • Provide Parent DOB, Height, Weight, Hair, Eyes, Race, Sex (when contributing citation is requested) • Provide the dates of a minimum of three (3) attendance interventions from Infinite Campus PLP Contact Log (or PLP SPED Log, if applicable) (when citation is requested) <ul style="list-style-type: none"> ◦ When requesting a Contributing to Truancy Citation one of the dates provided must be that in which the Habitual Truancy Letter was mailed home ◦ You may add more than three dates of attendance interventions to be included, if available in Infinite Campus PLP Contact Log, to show additional/complete efforts to the City Attorney and Judge ◦ Follow the <i>Guidelines for SSW/SSWA Attendance and Truancy Responsibilities</i> provided by the department. ❖ Provide Supporting Documentation for all citations requested <ul style="list-style-type: none"> • Disclosure of Pupil Attendance Record(s) to Law Enforcement Form signed by your building administrator (required for ALL citation requests) • Habitual Truancy Letter (required for all Contributing to Truancy citation requests) ❖ Mail Notice of Provision of Attendance Record to Law Enforcement Agency for Truancy Investigation Letter to parent (required for ALL citation requests) <ul style="list-style-type: none"> ◦ Place a copy in student's cumulative file
Receipt of Completed TABS Referrals	<ul style="list-style-type: none"> ❖ Review completed TABS Referrals sent/received via email from TABS SSWA <ul style="list-style-type: none"> • Check for accuracy, spelling/grammar errors, etc. <ul style="list-style-type: none"> ◦ Make corrections (if necessary) or send back to the TABS SSWA to correct the mistake.

- ❖ Save a copy for your records
- ❖ **Email TABS Mailbox completed and approved referral for processing**
 - o **tabs@milwaukee.k12.wi.us**
- ❖ Enter Note in Infinite Campus PLP Contact Log (TABS referral submitted) when you have submitted the referral to the TABS email.